

File:

DDR Cas. File

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13 FEB 1963

Chief, Operations Division, OKL

(DDR)

Chief, Records Management Staff

Records Management Survey

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1. In compliance with your request my Staff performed a Records Management Survey of your Office. During this survey the various elements of Records Management were studied and through the splendid cooperation received from your employees, they accomplished the following:

- a. Screened all correspondence prepared or received by the Operations Division since its establishment in October 1962. Through this screening 7 cubic feet of records, duplicated in Communications Office, and not needed by OPD, were destroyed.
- b. Classified all administrative type correspondence in accordance with the Agency subject-numeric file system.
- c. Prepared file folders and guides for 1962 and 1963 files and filed correspondence in appropriate folders.
- d. Established a file system using 8 major categories for filing all project materials. This will permit easy identification and segregation of records having short term life from those having longer term value.
- e. Established a charge out system to ensure proper use of the records, to prevent their loss and establish their location at all times.
- f. Trained personnel in the proper use of Agency Handbook for Subject Filing and approved forms used in the efficient maintenance of files.
- g. Discontinued the practice of maintaining individual personnel folders for each member of OPD. Adopted use of CSC Form OF 4b for recording pertinent personnel data of employees.

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h. Inventoried all records and developed a Records Control Schedule.

2. In addition to the above accomplishments a review of the mail control procedures was made. This review revealed that duplicate controls were being maintained through the use of a log and Form 36. It is recommended that the log be discontinued as Form 36, specifically designed for recording the receipt and dispatch of Top Secret materials, should suffice.

3. Because your office files all Top Secret material in a central file, in lieu of filing by subject content and with related material, it is recommended that a correspondence continuity sheet, Form 36-151, be prepared and placed in the appropriate subject or project folder for each T.S. document. This will indicate that a particular T.S. document is filed in the central Top Secret file of your office.

4. At your request the development of a Vital Records Deposit Schedule was deferred until such time as you feel the emergency mission of your Office has been more clearly defined.

5. I feel certain that implementation of the attached Records Control Schedule and the files maintenance accomplishments as reported, will assist you in promoting good records management practices.

6. In order to better understand the advantages received from an effective records retirement program, I would like to extend an invitation to you and other members of your Office, as you may designate, to visit our Records Center.

7. I wish to express my appreciation to members of your Office, particularly to [redacted] for their assistance and cooperation given during this survey. Please feel free to call on me again for assistance. 25X1

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Attachment
Records Control Schedule

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2/19/63

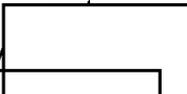
Distribution:

- Orig & 1 - Addressee
- 1 - RS&DB
- 1 - Attach to Schedule for Case File
- 1 - RMS File

Hand Carried

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT